

**Disability Network Southwest Michigan
Position Description**

Position Title

Quality Assurance Specialist

Position Supervisor

Associate Director

Position General Summary

This position is responsible for the management and oversight of the case management database. This includes the creation and maintenance of a variety of data queries using a Microsoft Access database environment; the dynamic application of data quality assurance measures to ensure data consistency and accuracy; staff training on the database; assisting with data entry to maintain current and complete data. Responsibilities may include various other technical support services as well.

Essential Responsibilities and Duties

- Assist with development, implementation and review of quality assurance systems related to the database.
- Create and/or modify database queries to obtain accurate information from the database.
- Responsible for the data related to quarterly, year end and other grant reports as requested from staff.
- Responsible for staying current with statewide CFAL database issues and communication with Disability Network Michigan database manager.
- Provide database training and ongoing staff support to all staff.
- Assist IT consultants as requested with staff training and support.
- Assist with other duties as assigned related to data tracking and reporting.

Qualifications

Bachelor's Degree in Computer Science or related field preferred.

Experience with database administration preferred

Experience with the full Microsoft office suite, including proficiency in Microsoft Access

Personal experience with disability and the IL philosophy preferred..

Excellent organizational and communication skills.

Creative and detail oriented with ability to be self-directed.

Ability to work as a team player.

Hours

Part time hourly position 16-20 hours/week

Karen Halsted

Associate Director

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